



**State of Hawaii  
Department of Health  
Clean Water Branch**

**Do NOT submit  
this document.**

**Guidelines for CWB-NOI Form H**

**Guidelines for Notice of Intent for Hawaii Administrative Rules,  
Chapter 11-55, Appendix H, National Pollutant Discharge Elimination  
System (NPDES) Notice of General Permit Coverage (NGPC)**

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1. Owner Information

The owner is the organization or person who owns the activity, not necessarily the owner of the land. The acknowledgment of receipt of the NOI and the NGPC will be sent to the street or mailing address provided for this item.

2. Owner Type

If "Other" is checked, indicate the category type or types of the owner.

3. Operator Information

The operator is the organization or person who manages the daily activities at the facility.

4. Facility Information

For facilities which are part of a larger corporation, indicate the corporation name and the name by which the facility is known to the employees (i.e., ABC Inc. - DEF Facility). The street address is the project location with respect to identifiable street names or adjacent developments or properties (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue). The mailing address may be the mailing address of the facility's contact person.

5. Receiving State Water(s) Information

a. Receiving State Water(s) Name

- i. State waters means "all waters, fresh, brackish, or salt around and within the State, including, but not limited to, coastal waters, streams, rivers, drainage ditches, ponds, reservoirs, canals, ground waters, and lakes; provided that drainage ditches, ponds, and reservoirs required as part of a water pollution control system are excluded" (from HRS, Section 342D-1).
- ii. Identify the receiving State water name in relation to the facility based on the topography or contours of the land, excluding evaporation, percolation, retention, detention, etc. If the treated process wastewater effluent and/or contaminated storm water from the facility directly enters the State water, provide the name of that State water body. If the treated process wastewater effluent and/or contaminated storm water from the facility first enters a storm drainage system, provide the name of the receiving State water body that the storm drainage system enters and complete Item 5.c. Sample responses for this item include: Pacific Ocean at Sandy Beach, Honolulu Harbor, Pearl Harbor, Aiea Stream, unnamed stream, Kaloι Gulch, unnamed dry gulch, or gully, etc.
- iii. Provide the coordinates of the discharge point where treated process wastewater effluent and/or contaminated storm water from the facility first enters the receiving State water. If the treated process wastewater effluent and/or contaminated storm water first enters a storm drainage system, provide the discharge point coordinates for the outfall where the storm drainage system enters State waters to the nearest one (1) second. If possible, use the Global Positioning System (GPS) or Geographical Information System (GIS) to obtain the coordinates on the NAD83 datum. Otherwise, use a U.S. Geological Survey (USGS) or any other appropriate map to interpolate the coordinates.
- iv. State water classification is available on the Water Quality Standards Map dated October 1987 or in HAR, Chapter 11-54. The maps are available on the CWB website at <http://www.hawaii.gov/health/environmental/water/cleanwater/wqsmaps/index.html>.

HAR, Chapter 11-54 is available on the DOH website at  
<http://www.hawaii.gov/health/about/rules/11-54.pdf>.

- b. Attach the information requested in Item 5.a. on a separate sheet if there are additional discharge points. Properly label the discharge points with numbers (i.e., Discharge Point No. 1, Discharge Point No. 2, etc.) which correspond to the location map(s) and flow chart(s) submitted. If there are multiple drainage structures (i.e., inlets) and multiple discharge points, designate which inlets lead to each discharge point.
  - c. Discharges applicable to Item 5.c. include any treated process wastewater effluent and/or contaminated storm water which discharges to the right-of-way which flows into a storm drainage system. Provide the discharge point coordinates for each drainage structure where the treated process wastewater effluent and/or contaminated storm water enters the storm drainage system to the nearest one (1) second. If possible, use the GPS or GIS to obtain the coordinates. Otherwise, use a USGS or any other appropriate map to interpolate the coordinates. If the approval to discharge into the storm drainage system is pending, submit a copy of the application or letter requesting approval.
6. Petroleum Product Bulk Terminal Effluent Discharge Information
- a. Operations Contributing to the Discharge  

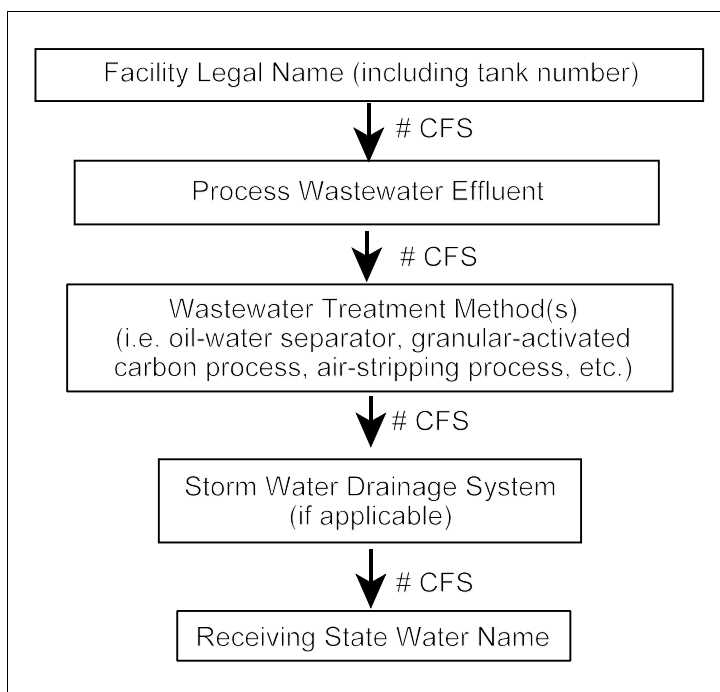
List all of the operations contributing to the discharge and the average flow of treated process wastewater effluent contributed by each operation. Indicate the worst-case scenario for the contaminated storm water runoff quantity.
  - b. Rates of Treated Process Wastewater Effluent Discharge from Discharge Point(s)  

Indicate the discharge point and its average, maximum, and total daily flow rates of the treated process wastewater effluent discharge.
  - c. Treatment of Discharge  

Indicate the treatment to be received by the treated process wastewater effluent which is based on the quantity and rate of discharge from the facility.
  - d. Frequency of Discharge  

Indicate how often the discharge into receiving State waters will occur, as applicable.
7. Location Map
- a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the facility is located and the approximate location of the facility.
  - b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the facility's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where the treated process wastewater effluent and/or contaminated storm water exits the facility and discharges to the receiving State water(s) and, if applicable, the locations where the treated process wastewater effluent and/or contaminated storm water enters into a storm drainage system/structure.
  - c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

## 8. Flow Chart



An example of a line drawing indicating how the treated process wastewater effluent flows through the facility and the approximate amount of flow is shown. Indicate any treatment system(s) or erosion control(s) used. The quantity of discharge contributed by each source (i.e., tank water draw or contaminated storm water) may be estimated if no data is available.

## 9. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Provide the RCRA Permit number for any hazardous wastes stored or used at the facility.
- e. For SARA Facilities, indicate the chemicals and their quantities on site.
- f. Others (i.e., Underground Injection Control file number).

## 10. NGPC Renewal

If this is a CWB-NOI Form for NGPC renewal, provide the NGPC file number previously assigned to this facility in the space provided.

## 11. Automatic Coverage

### a. Claiming Automatic Coverage

The owner or operator may request automatic coverage under the applicable NPDES General Permit if the CWB-NOI Form is for a new discharge and he/she believes that the CWB-NOI Form is complete, the filing fee has been paid, and that they are complying with the applicable NPDES General Permit requirements. In order to claim automatic coverage, the NOI shall contain all site-specific plans, contractor information, and all necessary permits. The risks involved with claiming automatic coverage include:

- i. The CWB-NOI Form may later be found to be incomplete by the Director or by a court;
  - ii. The owner or operator may not be covered under the terms of the General Permit, even if the CWB-NOI Form is complete;
  - iii. The owner or operator may be acting in conflict with the NPDES General Permit or HAR, Chapter 11-55 even if the owner or operator is complying with its CWB-NOI Form; and
  - iv. The Director may modify, revoke and reissue, or terminate an NGPC under HAR, Section 11-55-34.11.
- b. Waiving Automatic Coverage

The owner or operator agrees to wait until receipt of the NGPC issued by the Department before starting the activity or discharge.

12. North American Industrial Classification System (NAICS) United States Structure Codes

See General Guidelines for NOI Forms B through L - Note IV.

13. Business Activity

Provide a brief description of the nature of business conducted at the facility (i.e., diesel wholesaler, petroleum products retailer, etc.)

14. Laboratory or Consulting Firm(s) Information

Provide the requested information for the laboratory or consulting firm that performed the analyses required in Sections 16 and 17.

15. Physical Effluent Quality

Place an "X" in either the "Believe Present" column or the "Believe Absent" column based on the test results or your best estimate. Provide an explanation for why each parameter is believed to be present in the discharge, as applicable.

16. Water Quality Parameters

- a. All of the parameters must be tested and reported. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. Test results shall be obtained from a representative sample. "Representative sample" as defined in HAR, Chapter 11-55, Appendix A, Section 14(a):

"As used in this section, a representative sample means that the content of the sample shall:

- (1) Be identical to the content of the substance sampled at the time of the sampling;
- (2) Accurately represent the monitored item (for example, sampling to monitor final effluent quality shall accurately represent that quality, even though the sampling is done upstream of the discharge point); and

- (3) Accurately represent the monitored item for the monitored time period (for example, sampling to represent monthly average effluent flows shall be taken at times and on days that cover significant variations). Representative sampling may include weekends and storm events and may mean taking more samples than the minimum number specified elsewhere in the applicable general permit.

The burden of proving that sampling or monitoring is representative is on the permittee."

- c. One test result may be reported for Salinity, Chloride, or Conductivity.
- d. The test results shall be reported to the nearest decimal place or whole number as shown in the parentheses following each parameter. For example, "Temperature (0.1 °C)" - Temperature shall be reported to the nearest tenth of a centigrade and "Ammonia Nitrogen (1 µg/l)" - Ammonia Nitrogen shall be reported to the nearest whole microgram per liter.
- e. Indicate the test method used for the parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
  - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
  - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- g. Provide the specific numeric criteria for the receiving water from the "geometric mean not to exceed the given value" column of the applicable table in HAR, Section 11-54-05.2(b)(1), (d)(1), or (d)(2) or Section 11-54-06(a)(3), (b)(3), or (c)(3). The analysis shall include an explanation and evaluation of the effluent quality data collected with respect to the applicable specific numeric criteria for the receiving water(s) specified under HAR, Chapter 11-54.

#### 17. Toxic Parameters

- a. Test and report on the parameters which are believed to be present in the effluent. For example, if a tank containing a petroleum product leaked, you should expect that petroleum product to be present in the process wastewater effluent. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. The parameters are categorized into Metals, Organonitrogen Compounds, Pesticides, Phenols, Phthalates, Polynuclear Aromatic Hydrocarbons, Volatile Organics, and Others and are listed alphabetically. A Glossary of Chemicals is listed in Note V of the General Guidelines for NOI Forms B through L.
- c. Fill in each space to indicate that each parameter has been considered. If a parameter does not apply to the activity, enter "N/A" for "not applicable" in the "Test Result" column to show that the parameter was considered.
- d. The test results shall be reported in micrograms per liter.

- e. Indicate the test method used for the parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
  - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
  - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- g. Provide the specific numeric criteria for the receiving water (freshwater or saltwater) from the "acute" or "chronic" column of the table in HAR, Section 11-54-04(b)(3). For intermittent discharges, provide the "acute" criteria and for continuous discharges, provide the "chronic" criteria.

18. Treatment System Operations Plan

This plan shall specify the treatment system to be used and a detailed description of the operation. It shall include a sampling plan and the schedule for the sampling and analysis of the effluent. The sampling plan shall include the following:

- a. Sampling procedures;
- b. Location of sampling;
- c. Person responsible for sampling;
- d. Flow estimation period;
- e. Laboratory that will analyze samples;
- f. Test methods and detection levels for each parameter;
- g. Quality Assurance/Quality Control methods; and
- h. Chain of custody of samples.

The treatment system operations plan shall be modified by the Permittee as required by the Director.

19. Additional Information

Any other site-specific information pertaining to the facility may also be provided in this section. Additional sheets may be attached with reference to Item 19.

20. Authorization of Representative

- a. Alteration of the text in this item will result in the invalidation of the authorization statement(s).

- b. If the person being duly authorized as the representative is the same person signing the certification page (Item 21), do not complete this item.
- c. Authorization statements are provided for the owner to complete as required. Options include statement(s): "a" or "b" or "c" or "a and c" or "d." If choosing "a and c," the owner may specify one representative in option "a" and another in option "c."
  - i. Option "a": This authorization begins with NOI processing and ends upon the owner's receipt of the NPDES Notice of General Permit Coverage.
  - ii. Option "b": This authorization begins with NOI processing and ends upon receipt of the CWB-NOC Form by the CWB.
  - iii. Option "c": This authorization begins upon the owner's receipt of the NGPC and ends upon receipt of the CWB-NOC Form by the CWB.
  - iv. Option "d": If authorization statements a, b, and/or c do not meet the intent of the authorization, the owner or its duly authorized representative may attach a separate authorization statement specifying the limited authorization of the representative.
- d. Additional information will be requested from the authorized representative (with a copy to the owner) at the street or mailing address or phone or fax number provided for this item, as applicable.
- e. Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The designated duly authorized representative may be changed by the owner at any time during the processing of the CWB-NOI Form or the term of the NGPC. The duly authorized representative will no longer be authorized effective on the date of receipt of any new authorization statement from the owner.
- f. Pursuant to HAR, Section 11-55-34.08(f), all other reports or responses to requests for information required by the director shall be signed by a person designated in HAR, Section 11-55-07(a) or by a duly authorized representative of that person.
- g. HAR, Sections 11-55-07(b) and (c) state:
  - "(b) A person is a duly authorized representative only if:
    - (1) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
    - (2) The authorization is made in writing by a person designated under subsection (a); and
    - (3) The written authorization is submitted to the director.
  - (c) If an authorization under subsection (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection (b) must be submitted to the director prior to or together with any reports, information, or applications to be signed by an authorized representative."



21. Certification

- a. Do not alter the statements in or format of this item. Alteration of this item will result in the invalidation of this CWB-NOI Form submittal.
- b. The person certifying this CWB-NOI Form must meet one of the descriptions as indicated in this item and be employed by the owner listed in Item 1.